

**Unclassified Service Public Hearing Notice # 031**

Date of Meeting: Wednesday, April 15, 2015

Date Notice Posted: Wednesday, April 8, 2015

DEPARTMENT OF ADMINISTRATION

One Capitol Hill

Providence, Rhode Island

**Notice of Public Hearing**

**Consider Changes to Unclassified Service Classification and Pay Plan**

On Wednesday, April 15, 2015 at 10:00 A.M., Conference Room B, Second Floor, William E. Powers Building (Department of Administration), One Capitol Hill, Providence, Rhode Island 02908-5890, the Director of the Department of Administration Michael DiBiase will hold a public hearing in accordance with the provisions of Sections 36-4-16 and 36-4-16.2 of the RI General Laws of 1956, as amended, to consider a revision to the Unclassified Service Classification and Pay Plan. The change is:

- Agenda Item #1: Creation of new classification of "Deputy Secretary - General Counsel"

It is the purpose of this hearing to invite comment from all parties on the proposed change to the unclassified service classification and pay plan as identified above.

/s/ Michael DiBiase

Michael DiBiase

Director

Department of Administration

Any individual requiring reasonable accommodation in order to effectively participate in this public hearing should contact Thomas Mannock, Ph.D. at (401) 222-6377 (voice) or #711 (R.I. Relay) at least three business days prior to the meeting.

## **ITEMS FOR CONSIDERATION**

### **PROPOSED AMENDMENT TO THE UNCLASSIFIED SERVICE CLASSIFICATION AND PAY PLAN (New Class of Position)**

The proposed effective date is Sunday, April 19, 2015

Agenda Item #1: Deputy Secretary - General Counsel  
Proposed Pay Grade 851A (Current Range: \$143,163 - \$157,185)  
Non-Standard; Non-Union

**CLASS TITLE: DEPUTY SECRETARY - GENERAL COUNSEL**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Executive Office of Health and Human Services, to perform leadership and executive duties in planning, coordinating, directing and controlling the functions and programs of the divisions of the Secretariat and coordinating the work of the departments assigned to the oversight of the Secretariat including development and implementation of cross functional interdepartmental infrastructure providing efficiencies and opportunities for collaborative work among the departments; to serve as primary legal advisor to the Secretary in all legal matters and oversee all legal and policy functions of the Secretariat; to serve as Secretary in case of the absence or inability of the Secretary to discharge the powers and duties of the office; to represent the Secretary at various meetings, conferences and convenings with community groups, state and federal officials, and provide executive leadership in the development of policies, objectives and mission fulfillment of the Secretariat and affiliated departments; to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Secretary with wide latitude for the exercise of initiative and independent judgment; work is subject to conformance with policy, state and federal law, rules and regulations.

**SUPERVISION EXERCISED:** Plans, supervises, organizes, directs, coordinates and reviews the work of all personnel of the Secretariat and provides coordinating oversight, on behalf of the Secretary, of the work of all personnel of the affiliated departments.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Secretary in the overall planning and administration of all Secretariat activities including the application and implementation of all legal aspects of the Secretariat's powers and duties.

To serve in a leadership capacity on behalf of the Secretary in planning, coordinating, directing and controlling the functions and programs of the Secretariat as well as the coordination and oversight of the functions and programs of the affiliated departments.

To lead, on behalf of the Secretary, the development, implementation and execution of the Strategic Plan, mission and duties of the Secretariat and, on behalf of the Secretary, to assist in the coordination of the execution of the Strategic Plans, missions and duties of the affiliated departments.

To coordinate with all agencies and functions of state government to fulfill the mission of the Secretariat.

To facilitate and attend meetings and conferences involving state and federal officials, the public and the Secretary; and to represent the Secretary in their absence at such meetings and /or conferences.

To provide legal counsel to the Secretary, and, on behalf of the Secretary, to all division heads within the Secretariat and all directors of the affiliated departments.

To serve as Chief Legal Officer for the Secretariat and primary legal advisor to the Secretary, with responsibility for overseeing, through and in coordination with the Legal Services Administrator, the work of all legal staff engaged in providing legal advice and services for the Secretariat and affiliated departments.

To serve as Secretary in case of the absence or inability of the Secretary to discharge the powers and duties of the office.

To perform liaison work with all public health advocacy groups, parents, consumers, patients and recipients of services provided by the affiliated departments, all other state departments, federal agencies, local governments and private providers of service to coordinate various services and maximize resources in developing programs coordinated by the Secretariat.

To advise, guide and cooperate with various commissions and agencies of federal, state and local governments on matters affecting the programs and regulations administered and overseen by the Secretariat.

To conduct public hearings and public stakeholder convenings on all matters under the jurisdiction of the Secretariat.

To be responsible for the development and implementation of management support systems to ensure the effective and efficient achievement of the goals and mission of the Secretariat and affiliated departments.

To be responsible for the supervision of all staff engaged in providing legal opinions to the Secretary and directors and staff of the Secretariat and affiliated departments, through and in coordination with the Legal Services Administrator, preparing for the Secretary draft material for proposed amendments to the General Laws administered by the Secretariat and affiliated departments;

To be responsible for drafting rules and regulations concerning the provisions of such General Laws, the development of manuals of precedents based upon policies of the Secretary for guidance of all individuals making decisions under such General Laws, preparing legal guidance on specific matters for the personnel of the Secretariat and affiliated departments, and developing, planning and implementing the legislative programs of the Secretariat and affiliated departments.

On behalf of the Secretary, to evaluate the effectiveness of current programs and policies and/or determining the need for new programs and policies of the Secretariat and affiliated departments.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of the principles and practices of public administration and governmental management as applied to legal, policy, program and budget execution, and control and the ability to apply such knowledge in planning and directing the execution of legal, policy, program, fiscal and management and methods studies and the composition of reports thereon; a thorough knowledge of the provisions of the Rhode Island General Laws administered by the Secretariat and affiliated departments; a thorough knowledge of federal and state health and humans services legislation and regulation; a thorough knowledge of management methods and procedures analysis and the ability to apply such knowledge in evaluating and directing the operations of the office; a thorough knowledge of the principles and practices of public administration; the ability to plan, develop, coordinate, and supervise the work of staff engaged in performing agency legal, policy, fiscal and administrative tasks; the ability to establish, plan and execute infrastructure to support the mission and goals of the agency; the ability to establish and maintain an effective working relationship with subordinates, superiors and partners in and out of government; and related capacities and

abilities; the ability to interpret the provisions of Rhode Island General Laws and to prepare opinions relating thereto for use in the administration of the functions of the Secretariat and affiliated departments; the ability to prepare, or direct the preparation of, briefs and ruling and miscellaneous legal documents; the ability to draft rules and regulations having the force and effect of law, consistent with the purpose and provisions of state laws; the ability to exercise independent judgment in making decisions in unusual cases involving legal matters; the ability to plan, organize, coordinate, and direct, on behalf of the Secretary the work of all staff of the Secretariat and coordinate the work of the affiliated departments; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing and from an accredited law school; and

Experience: Such as may have been gained through: considerable employment in a responsible position in the field of public administration, responsible for the planning, development and execution of the overall management, legal, policy, programmatic and fiscal services of a state agency or office of government including considerable employment in a responsible capacity with oversight for a legal services program involving the interpretation of law the application of pertinent laws, rules and regulations, decision or policies in the context of the administration of a governmental agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Created:

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